

Co-op Employer FAQ's

What are the advantages to employers?

- Employers gain motivated employees to meet their short-term employment needs.
- Co-op simplifies the recruitment process for employers.
- Co-op is an effective way to recruit future full time employees.
- Co-op is a great way to form a relationship with CUP.
- Employers gain satisfaction by helping students better understand their future career.
- Co-op is a very flexible program. Employers can hire Co-op students for both part-time and full-time positions.

Do I have to pay the student?

Yes, all co-op positions must be paid.

Can I advertise my job opening as both a co-op and an internship?

Yes an employer can post jobs on College Central Network/cup (Cal U's Career Services job posting website.) and the Internship Center's website.

Is there a fee to post my position?

No. Both websites are free to employers.

How long to co-ops last?

The majority of co-ops run on Cal U's semester schedule. Co-ops can be either full time or part-time.

Can I interview potential co-op students at Cal U?

Yes. Career Services have interview rooms available for employers.

What are my responsibilities as an employer?

- Contacts Co-op Coordinator to indicate an interest in the program.
- Provides Co-op with a job description to post on website.
- Hires a qualified student and assigns a supervisor.
- Provides the student with an orientation to the company and to the job.
- Provides the student with relevant career-related tasks or projects and appropriate supervision.
- Completes a brief written evaluation form.
- Participates in an on-site visit from a Co-op staff member.
- Contacts Co-op personnel for additional students as needed.

I've never had a co-op student before. Any tips on how to get started?

[7.1.3.1] Starting an Internship Program